

Chesterfield County, Virginia

Announces Recruitment For Two

Deputy County Administrator Vacancies

August 2009

Opportunity to:

- *Work for a nationally respected and award winning local government that values both team-work and individual contribution*
- *Become part of an outstanding and highly stable team of elected and appointed officials*
- *Lead a team of dedicated personnel consisting of experienced professionals*
- *Live and work in an exceptional community*

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Living in Chesterfield County

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.

Chesterfield County is part of the Richmond-Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of

Virginia beaches, the Blue Ridge Parkway and Washington D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the third largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 125,000 persons by 2025. Currently, the county has approximately 311,000 residents. About 74.6% of the population is White, 19.3% is Black, 2.9% is Asian and 3.27% is classified as "other." The average age of a county resident is 36.2 years.

Education is a top priority for Chesterfield. The county has the largest school system in the area and has established innovative programs to serve an increasingly diverse student body.



There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 103 clear days and 113 days of precipitation (including 14 inches of snow). January has an average temperature of 26 degrees and July has an average temperature of 88.

The Chesterfield County Government

Virginians take great pride in their long tradition of reliable government. The state and local tax rate is one of the lowest in the country, yet Virginians expect and receive a high level of government services. The corollary of good government is fiscal integrity. Virginians operate their local governments according to sound business

principles. These principles of good government, fiscal integrity and public-private partnerships are evident in Chesterfield County. The county provides complete local government services, including fire services, police protection and emergency medical services. Chesterfield is also responsible for its own school system and its own

public utilities system.

Chesterfield has no incorporated towns. It is divided into five magisterial districts, each represented by one official elected to serve a term of four years. These elected officials comprise the Board of Supervisors, the legislative body of Chesterfield. The Board of

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The Chesterfield County Government (Continued)

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Supervisors elect a chairman from its membership for a one-year term. The board also employs a county administrator who serves as the county's chief administrative officer under the board's direction. The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials. Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.



Chesterfield County Courthouse

Awards Earned:

- In 2008, for the third year in a row, Chesterfield County was designated as one of the 100 best Communities for Young People by America's Promise-The Alliance for Youth.
- Chesterfield County received the Diversity All Star Award from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the 17th Best Place to Live in America by *American City Business Journal*.

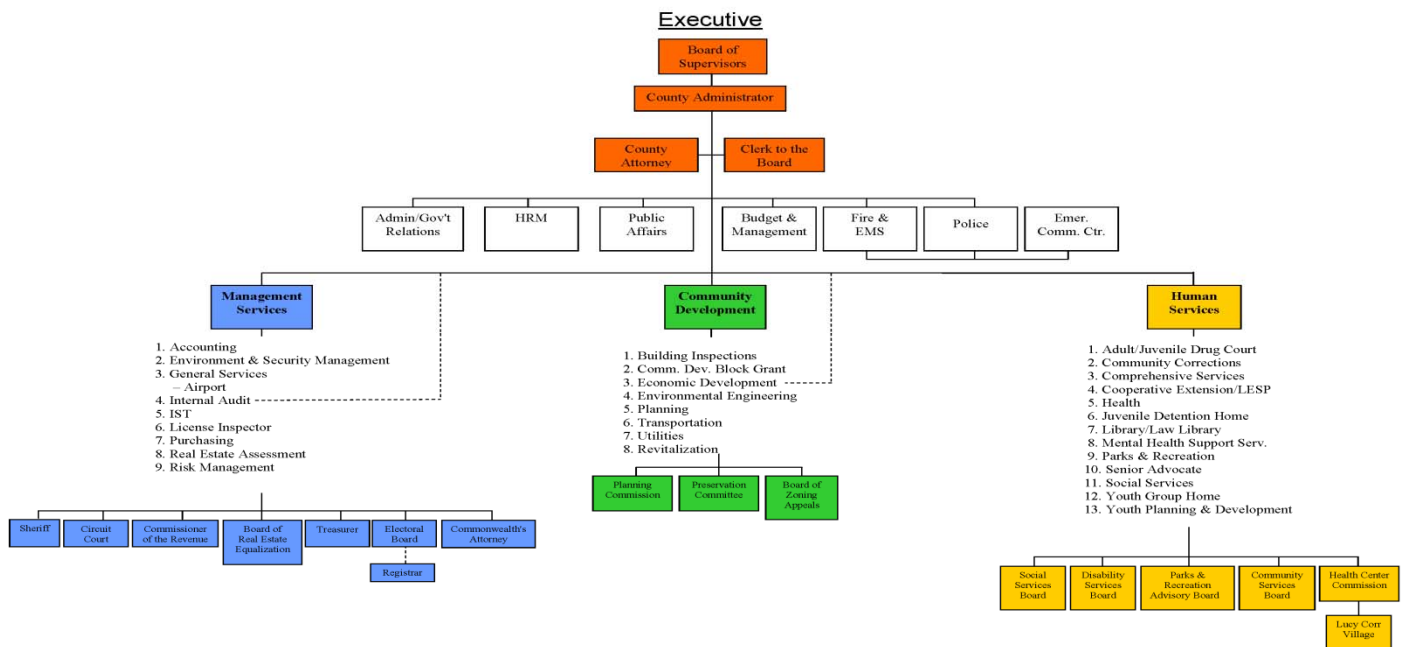
Awards (continued)

- Chesterfield County received the Award for Continuing Excellence (ACE) in 2004.
- In 1994, the county received the Gold Medallion Senate Productivity Award.

Financial Facts:

- The county holds both the Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- The county holds AAA ratings from all three major bond rating agencies. The FY2009 budget for the county totals \$1,279,268,200, with the two largest components of the budget being the county's general fund (\$749,369,700) and the school fund.

Chesterfield County Organizational Structure



Chesterfield County Mission and Strategic Goals

Providing a FIRST CHOICE community through excellence in public service.

1. To be exemplary stewards of the public trust and a model for excellence in government
2. To provide world-class customer service
3. To be known for extraordinary quality of life
4. To be the safest and most secure community
5. To be the employer of choice
6. To be the FIRST CHOICE business community
7. To be responsible protectors of the environment

Deputy County Administrator Profile

Overview

The three Deputy County Administrators lead the operations of the three major divisions (Human Services, Management Services, and Community Development) of county government. The Human Services division includes over 31 different services and programs and covers the areas of Health and Welfare, Recreation, Culture and Leisure and the Criminal Justice System. The Management Services division oversees multiple and complex internal government support departments and functions to include Information Systems Technology, Accounting, Real Estate Assessment, License Inspector, Risk Management, Purchasing, Environmental and Security Management, Internal Audit and General Services (including solid waste services and county airport). The Community Development division oversees the operations of Building Inspection, Economic Development, Environmental Engineering, Planning, Community Development Block Grant Program, Office of the Ombudsman, Transportation and Utilities. Due to a potential reorganization, the county will consider applicants who have experience in any of the major divisions.

The Deputy County Administrators advise the County Administrator, recommend policies and set priorities for consideration by the Board concerning the provision of programs and services administered within each of their respective divisions. The Deputy County Administrators ensure compliance with federal, state and local laws and ordinances as well as maintain open communication with various sectors of the community such as legislative delegation, business community, area governments, and county residents.

Education and Experience

- Bachelor's degree in business or public administration, planning or related field is required; master's degree is preferred.
- Minimum of ten years of executive level experience in a comparably sized or larger organization. Experience in a multifaceted organization with a diverse array of services and complex financial structures, including third party payers and high public visibility.
- Ideal candidate will have diverse leadership experience and show a high level of interest in public service and varied achievements in an executive leadership position.

Personal Traits

- Ethical with high moral standards
- Honest, trustworthy, open and candid
- Loyal
- Accessible and approachable
- Proactive in dealing with issues
- Good listener, responsive to county leadership and staff concerns
- Visionary, global thinker, willing to be creative and think outside the box
- Compassionate
- Self confident, tactful, discrete, diplomatic
- Consensus builder

Professional Skills and Management Style

- Strong and enthusiastic in presenting ideas, while being respectful of others
- Excellent analytical skills yet creative, an idea person
- Self starter, hard working, and a producer
- Team builder and a people person
- Fair in approach to decision making yet firm in application of policies, rules and laws
- Ability to manage with confidence and courage to do what's right, even in the face of adversity
- Flexible and able to adjust to changing leadership
- Strategic planner/thinker
- Organized and timely in response to requests for information from all sources
- Develops and maintains good public relations with county leadership, regional leaders, community groups and citizens
- Understands diversity, ability to communicate with various constituencies with sensitivity and genuineness
- Willing to be the visible leader of the various county divisions' staff and clearly understands the role of Deputy County Administrator

Performance & Expectations

Administrative Ability: Must have demonstrated performance in working with staff to build consensus and the ability to select well qualified and motivated division heads. Excellent communication skills are required, including the ability to listen to and communicate with various segments of the community, while developing strong relationships with industry professionals. The Deputy County Administrator must be willing to devote whatever time is necessary to achieve the goals and guidelines established by county leadership. Knowledge of how to effectively use existing community resources and strong leadership qualities are extremely important.

County Administrator/Board of Supervisors Relations: Ability to take time and interest in working with the County Administrator and Board members to keep them informed and explain technical processes. Should be able to adequately inform the County Administrator and Board on a regular and timely basis. The Deputy County Administrator must be able to accept constructive criticism and to implement needed changes incorporating new ideas. Incumbent must be open and honest with the County Administrator and Board and able to present well thought out recommendations to issues and problems which affect the locality. The individual should be able to work closely with the County Administrator to interpret and carry out the Board's adopted vision statement and the intentions and direction of the Board enthusiastically.

Human Resource Management: Must demonstrate a personality that can communicate the local government's goals and needs to division heads and county employees. Must be prepared to motivate employees and demonstrate fairness in dealing with staff. Should have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

Budget and Finance: Should have demonstrated prior experience in successfully managing complex financial systems.

Interagency and Multi-jurisdictional Relations: Must be able to relate to and develop a good working relationship with community-based interagencies and multi-jurisdictional boards and programs.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will receive a comprehensive benefits package to include:

- Virginia Retirement System Retirement Plan
- Additional Compensable Benefits totaling approximately \$20,000 for Deferred Compensation & Salary in Lieu of a Car Allowance
- Paid Holidays, Vacation and Sick Leave
- Health and Dental Insurance
- Group Life Insurance

For More Information Visit:

www.chesterfield.gov



Application Process

This recruitment will remain open until filled, with the first review of résumés beginning on September 14, 2009. Interested applicants should submit a confidential resume with cover letter and salary requirements to:

Karla J. Gerner, Director
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to executivesearch@chesterfield.gov

A pre-employment drug test and an extensive background check are required.

-An Equal Opportunity Employer Committed to Workforce Diversity-